

**COMMON INTEREST COMMUNITY BOARD  
CONDOMINIUM REGULATORY REVIEW COMMITTEE MEETING**

**MINUTES OF MEETING**

The Condominium Regulatory Review Committee of the Common Interest Community Board met on Thursday, July 28, 2011, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 3, Richmond, Virginia 23233.

The following members were present:

Christiaan Melson, Chair  
Kimberly Kacani  
Miyun Sung  
Thomas Colucci  
Robert Diamond  
Michael Inman (arrived at 10:17 a.m.)  
Mark Kinser  
David Mercer  
Michelle Thompson  
Lucia Anna Trigiani (Ex-Officio)

DPOR staff present for all or part of the meeting included:

Trisha L. Henshaw, Executive Director  
Heather Gillespie, Ombudsman  
Thomas K. Perry, Property Registration Administrator  
Betty C. Jones, Administrative Assistant  
Jesstina Adelman, Program Analyst

Steven Jack from the Office of the Attorney General was present.

Mr. Melson, Chair, called the meeting to order at 9:40 a.m.

**Call to Order**

Mr. Colucci moved to approve the agenda. Mr. Kinser seconded the motion which was unanimously approved by: Colucci, Diamond, Kacani, Kinser, Melson, Mercer, Sung, and Thompson.

**Approval of Agenda**

Mr. Melson opened the floor for public comment. No members of the public present requested to speak.

**Public Comment  
Period**

Ms. Henshaw provided an updated time-line for developing the draft Condominium Regulations. The Board must adopt proposed Condominium Regulations at the December 1<sup>st</sup> meeting. This framework is necessary in order to meet the deadline of January 3, 2012

**Review of Timeline  
for Regulations**

for filing the proposed regulations with the Department of Planning and Budget.

Ms. Henshaw gave an update on the current status of the regulatory review process for the Condominium Regulations. The Notice of Intended Regulatory Action (NOIRA) has been published and the 30-day public comment period ended on July 6, 2011.

**Update on  
Regulatory Review  
Process**

The Board adopted a legislative proposal at the June 9, 2011, meeting that would provide for administrative termination of condominium and time-share registrations in the event that certain criteria has been met. The proposal is intended to address time-share and condominium registrations that have had no activity and all attempts to contact the declarant have been unsuccessful. The Committee members agreed by consensus with the rationale and criteria for this proposal and discussed various options related to administrative terminations.

Ms. Henshaw provided the Committee with a draft of the Condominium Regulations that incorporates the suggested changes from the last Committee meeting pertaining to the public offering statement requirements. The Committee discussed the suggested revisions and updated section-by-section changes to the draft text.

**Review Draft CIC  
Condominium  
Regulations**

Mr. Inman arrived at 10:17 a.m.

**Arrival of  
Committee Member**

The Committee continued its review of the draft Condominium Regulations.

**Review Draft CIC  
Condominium  
Regulations**

The Committee recessed for lunch from 11:35 a.m. to 12:49 p.m.

**Lunch**

Ms. Trigiani departed at 11:35 a.m. Mr. Inman subsequently departed at 12:35 p.m.

**Departure of  
Board/Committee  
Members**

The Committee continued its review of the draft Condominium Regulations.

**Review Draft CIC  
Condominium  
Regulations**

Ms. Sung departed at 2:14 p.m.

**Departure of Board  
Member**

The Committee continued its review of the draft Condominium

**Review Draft**

Regulations. Staff was asked to develop a multi-year budget to be used as a sample.

**Condominium Regulations**

After discussion, the Committee approved the following meeting dates by consensus: October 4, 2011 and November 3, 2011.

**Consider Additional Meeting Date(s)**

The Committee discussed its plan for the next Committee meeting. The Committee continued its discussion of topics that need to be addressed in the Common Interest Community Board Condominium Regulations. At the next Committee meeting, the Committee will review the revisions to the regulations regarding public offering statement requirements and begin review of the material change provisions including annual reports, board updates, successor declarant, application process, and form filings. Staff will prepare a revised draft of Condominium Regulations in accordance with the Committee's comments for the next Committee meeting.

**Discuss Topics for September 13<sup>th</sup> Committee Meeting**

The Committee continued its review of the draft Condominium Regulations.

**Review Draft Condominium Regulations**

During the discussion of the Condominium Regulations, Ms. Trigiani returned to the meeting at 2:31 p.m.

**Return of Board Member**

The Committee continued its review of the draft Condominium Regulations.

**Review Draft Condominium Regulations**

The Committee recessed at 2:36 p.m. and reconvened at 2:48 p.m.

**Break**

Mr. Kinser departed at 2:38 p.m. Mr. Mercer and Ms. Trigiani subsequently departed at 3:01 p.m.

**Departure of Committee/Board Members**

The Committee completed its review of the public offering statement provisions in the draft Condominium Regulations. Ms. Henshaw provided several handouts containing suggested amendments to post-registration provisions for the Committee to consider at its next meeting.

**Review Draft Condominium Regulations**

The Board members serving on the Committee were reminded to complete their conflict of interest forms and travel vouchers.

**Conflict of Interest and Travel Voucher Forms**

There being no further business, the meeting was adjourned at 3:49 p.m.

**Adjourn**

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Lucia Anna Trigiani, Chair

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Gordon Dixon, Secretary

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